



# BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ February 19 – February 23, 2018

## REGISTER OF DEEDS

### **Register of Deeds Chief Deputy (\$34,826 - \$45,387)**

**Required:** Associate's degree in a business related field and a minimum of two years of clerical/business or office experience.

**Desired:** Prior land records experience; prior supervisory experience; ability to communicate well verbally and in writing; demonstrable computer proficiency with Windows-based software.

**Duties:** Under the supervision of the Register of Deeds, serves as the office supervisor of all staff and acts for the Register of Deeds in the absence of the Register. Assists the Register in all aspects of the office. Regularly performs all functions in the recording of documents, i.e., data entry/imaging clerk; reviews documents for accuracy, receipts documents, etc., as well as assists customers at the counter by providing searches as necessary and reviewing/recording documents provided. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## EQUALIZATION

### **Data Coordinator (\$31,658)**

**Required:** High school diploma or GED. Michigan Certified Assessing Officer (MCAO) certification as an Assessor by the State Tax Commission is preferred. Additional coursework or training in computer data entry or related subject is preferred. Accurate typing at 40 WPM net.

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**Desired:** Considerable knowledge of the Michigan Equalization process and assessment administration terminology. Working experience with BSA Equalizer Software for real property appraisals and studies and familiar with the process of generating reports; experience with Apex Software and familiar with GIS technology; strong knowledge/skill in the use of modern office practices; sound understanding of deeds, sales and equalization reports and procedures for all classes of property; ability to work well with others; experienced with Microsoft Office.

**Duties:** Receives, sorts, classifies, and files recorded documents and Property Transfer Affidavits concerning real property transactions for input into computerized databases. Determines sale Transfer Date and if uncapping of Taxable Value is appropriate on all documented transactions. Inputs sale and uncapping information into two databases and prepares Real Property Statements for mailings to parties of real property transactions and inputs verified information when returned. Coordinates and develops STC required Sales Studies and various reports used in the Equalization process. Reviews computerized reports for accuracy. Assists with annual final valuation reports for school districts and municipalities. Performs review audits using the BS&A system; processes all BS&A personal property reports; provides assistance to tax payers and local Assessors regarding personal property questions and legislative changes. Maintains Equalization Department on the county website with updated annual reports and information that is available to the public. Maintains local Assessors contact and mailing information for general public. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## **INFORMATION SYSTEMS**

### **Operations Manager (\$64,131 - \$85,943)**

**Required:** Bachelor's degree in computer science, information systems or related field and a minimum of five years of computer-related experience; **OR** associate's degree in computer science, information systems or related field and seven years of computer-related experience; **OR** high school diploma or GED and nine years of computer-related experience.

**Desired:** Supervisory and operations experience a plus.

**Duties:** Performs backup work for the systems programmer as required; develops capacity, growth and utilization plans for the Information Systems Director; designs and monitors security systems for the Data Center; creates a disaster recovery plan; responsible for network management service agreements; interacts with hardware and software vendors; manages the day-to-day operations of the County Data Center; responsible for maintaining customer service agreements regarding availability and response time; develops testing schedules and back-out plans. Plans the Data Center configuration and physical spaces. Supervises all installations. Establishes, documents and maintains the operating procedures for the Data Center; coordinates problem resolution with the Help Desk. Supervises operations personnel. Acts on behalf of the Information Systems Director in his/her absence; coordinates training for unit; reviews and evaluates the performance of unit staff and prepares performance evaluations. Makes recommendations to the Information Systems Director for hiring, promotion, discipline and/or termination. Completes special projects and assignments as requested by the Information Systems Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Social Media Specialist (\$10/hr.)**

**Note:** This is a part time position

**Required:** Excellent writing, editing (photo/video/text), presentation, and communication skills (verbal and written). Knowledgeable in Office software applications (word processing, spreadsheets, email, etc.). Understanding of web design. Good photography skills. Positive attitude, detail and customer oriented with good multitasking ability. Ability to work independently as well as in a team environment. Must possess a valid driver's license and a reliable vehicle. Regular, reliable, and predictable attendance.

**Desired:** Knowledge of County Government. Ability to effectively present information to management, Elected Officials, and the Board of Commissioners.

**Duties:** Under the supervision of the Operations Manager, represents County interests by communicating with the public via County-approved social media sites and official County websites.



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## COUNTY CLERK

### **Elections Deputy Clerk (\$12.19/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Associate's degree and two years of related experience; **OR** a high diploma or GED and four years of related experience. Ability to lift 35 to 40 pounds; minimum typing speed of 40 WPM net; demonstrated proficiency with Microsoft Office suite products; regular, reliable and predictable attendance; must have a valid driver's license.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position. Successful applicant is subject to a background check, including a criminal history check and fingerprinting.

**Desired:** Prior experience with conducting local elections; excellent verbal and written communication skills; attention to detail.

**Duties:** Assists with campaign finance filings and retention system. Provides notification to candidates regarding late fees and collection of same. Assists with the maintenance of the statewide Qualified Voter File (QVF) for the county and preparation of same for all elections. Coordinates the distribution of voter registrations to local jurisdictions in compliance with Secretary of State Rules and Procedures. Assists the election administrator with school elections and other elections as needed; calculates and invoices local jurisdictions for canvasses, publications, programming fees, etc., and supervises payments. Creates detailed voter reports as requested by candidates, local clerks and the public; assists the election administrator with preparation of canvasses for all state, county, city, township, village, and school elections; assists in the review of spreadsheets/documents for accuracy for notices of election to precinct delegates and for certificates of election to all elected candidates. Assists with training for local clerks and election inspections; assists with creation of training materials; performs unique computer programming/coding for city, township, village, and school elections for Berrien County. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Deputy Branch Clerk (\$28,782)**

**Required:** High school diploma or equivalent; additional coursework in legal office administration, business or related areas; four years of paid, fulltime more progressively responsible office experience; a minimum typing speed of 40 WPM net. After employment, a notary public commission is required. Must complete EDRS certification; possession of a valid vehicle operator's license; subject to background check, including fingerprinting; regular, reliable and predictable attendance; ability to lift 30 pounds and pass a pre-employment physical. This position is located at the South County Building in Niles.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** Thorough knowledge of modern bookkeeping methods, practices and procedures; knowledge and skill in the use of common office machines and equipment; ability to perform time and cash management; ability to communicate appropriately with officials and general public; ability to work with multiple customers and work well under pressure; ability to maintain strict confidentiality and work independently.

**Duties:** Processes various vital records in compliance with state laws; i.e., birth certificates, death certificates, marriage licenses, military discharge records, voter registration, concealed pistol licenses, Notary Public applications, Certificates of Assumed Name (DBA's), co-partnership documents, Certificates of Magistracy. Communicates and assists the public; collects various fees, such as Register of Deeds copy fees, Land Description plat maps fees, county park passes, dog license fees, and prepares certified documents regarding same. Acts as distribution center for mail for all county offices located in the South County Building in Niles. Opens Circuit Court case files; assigns judges to case per established rotation; performs data entry; assists litigants without legal representation; reconciles cash daily and monthly; administers Oaths of Office; notarizes a variety of official documents. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## FRIEND OF THE COURT

### **Office Assistant (\$23,748 - \$31,218)**

**Required:** A high school diploma or equivalent; a minimum typing speed of 40 WPM net; regular, reliable and predictable attendance.

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**Desired:** Previous clerical or related experience is preferred.

**Duties:** Under close supervision, performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as filing, typing, answering phones, and greeting visitors. Specific duties and responsibilities may vary based on department assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## TRIAL COURT

### **Civil/Criminal Division Administrator (\$73,902 - \$99,037)**

**Required:** A bachelor's degree with a major in public administration, personnel administration, criminal justice, industrial/labor relations, business accounting, management or economics, social work, sociology, psychology, communication, counseling, political science, education or other related field; three years of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency; **OR** master's degree in one of the above noted bachelor's degree majors and one year of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency. **Note:** upon selection for an interview, a copy of college transcripts must be provided.

**Desired:** Considerable knowledge of the Michigan Trial Courts, court administration, budgets, labor relations, human resource management, and project management. Ability to manage, supervise and coordinate professional and support employees; evaluate employee performance; develop and implement staff training; analyze data; recommend/make policy, procedural, operational changes; supervision of case/workflow; prepare/monitor budgets; interpret and effectively communicate administrative and professional policies and procedures to employees, attorneys, governmental agencies, and the general public; excellent written and verbal communication skills.

**Special Requirements:** Must possess a valid vehicle operator's license, pass a pre-employment physical, background check, and submit to drug screening as a condition of initial or continued employment. May be subject to random drug testing at any time during employment. May be required to fulfill job duties and functions at any of the court's locations. No felony convictions. Employee will be fingerprinted. Must maintain regular, reliable and predictable attendance.

**Duties:** Manage and supervise employees, including recruitment, employment application screening, interviewing, selection, hiring, orientation, training, work assignment, performance evaluations, and disciplinary action as appropriate. Serves as a member of the Berrien County Trial Court Judicial Council, which directs the court regarding policies, operations, personnel, budget, information technology, etc. Oversees and assures that court judicial scheduling and calendaring, accounting procedures and court records adhere to local and state-mandated guidelines. Reviews each division's workflow and procedures to maintain efficiency. Analyzes and determines the causes of operational problems. Investigates complaints from the public, attorneys and other criminal justice agencies. Collects and compiles various statistics on court activity. Oversees file/record maintenance, retention and destruction according to state-mandated guidelines. Participates in collective bargaining negotiations with labor unions. Works with the Trial Court Administrator, Family Division Administrator and Friend of the Court to develop and coordinate intra-court operations, court services, information technology, etc. Performs other duties and responsibilities as requested by the Trial Court Chief Judge, Civil and Criminal Division Presiding Judges and the Trial Court Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

### **Administrative Assistant (\$36,201 – \$48,512)**

**Required:** Associate's degree in business or related field and two years of paid, fulltime responsible clerical and administrative support experience, which includes two years of word processing/spreadsheet experience; **OR** high school diploma or GED and four years of paid, fulltime responsible clerical and administrative support experience, which includes one year of word processing/spreadsheet experience. Typing speed of 60 WPM net; may be required to obtain and maintain certification as a certified electronic operator (CEO) or certified electronic recorder (CER) from the Michigan State Court Administrative Office.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** Knowledge of court operations, courtroom procedures and agencies within the State of Michigan and/or Berrien County. Knowledge of strategic planning and organizational methods to assist with the court's operational plans and objectives, budget preparation, information technology, public relations, and experience with news media. Possess strong interpersonal skills and a demonstrated ability to communicate effectively orally and in writing. Ability to be flexible and work well in a team situation.

**Special Requirements:** Must submit to fingerprints and subjected to a criminal record check, character, reputation, mental health, and moral character screening and clearance before employment. Must possess a valid vehicle operator's license, pass a pre-employment physical and drug test; must submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress and a high level of personal and professional conduct for work in a court setting; regular, reliable and predictable attendance; work flexible hours in the fulfillment of Administrative Assistant duties.

**Duties:** Assists in the development of office procedures and recommends changes to increase the efficiency and effectiveness of operations; assists and coordinates court communication activities and acts as a liaison with all internal court divisions, external agencies and organizations. May handle complicated contact with the general public to support and project a positive image of the court. Assists in preparing and maintaining records and statistical reports. Assists with processing employment applications, scheduling applicant selection process, conduct background references and record checks to aid in the hiring of new employees. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll processing. Assists with data collection regarding labor agreements and maintains official files for union matters. Assists with the coordination of official record retention requirements for the court. Assists in drafting letters, memos, disciplinary data, resolutions, policies and procedures, and proofreads those documents. Assists the court administrators with financial reports and records. Assists in preparing vouchers, requisitions and special order requests. Responds and assists inquiries from court staff. May prepare agendas and/or notices of meetings, attend meetings, take and prepare meeting minutes; may perform court record checks as requested by the public and others and provide defendant case information; may perform or assist with Alternative Dispute Resolution (ADR) case processing or scheduling. May be required to provide courtroom coverage. Assists court administrators and judges or designee with special projects and assignments. Assists other trial court administrative assistants as workload may require or for absence coverage. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## TRIAL COURT

### **Attorney Referee (\$64,131 - \$85,943)**

**Required:** Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of five years of paid, fulltime trial court experience in the practice of law or three years of prior experience as an Attorney Referee. **A legal writing sample must accompany application for this position.** Must complete training courses offered by the Michigan Judicial Institute and as required by judge(s) and/or court administrator.

**Desired:** Knowledge of criminal, civil, juvenile and family law, statutes, court rules, case law, local ordinances, State of Michigan Motor Vehicle Code, courtroom operations and proceedings, including ability to conduct specific hearings. Familiarity with agencies within Berrien County that serve court clients. Ability to maintain records and reports, conduct legal research, prepare succinct opinions for the judges, and provide in-service training for non-attorney referees and other staff. Knowledge of personal computers and ability to use word processing and spreadsheet software. The ideal candidate will be fair, impartial and sensitive to the needs of the diverse population the court serves; works well under pressure with demonstrated time-management and problem-solving skills; be detailed oriented; foster cooperation; possess excelling interpersonal skills.

**Special Employment Conditions:** Must submit to fingerprints and may be subjected to criminal record check, drug testing, ethics screening, and screening for any conduct prejudicial to the administration of justice. Possess a valid vehicle operator's license; pass a pre-employment physical. Must have appropriate speech, dress and a high level of personal and professional conduct for work in a court setting. In-service training must be completed for continued employment. Required to maintain regular, reliable and predictable attendance. Subject to random drug and alcohol testing per court policy.

**Duties:** Conducts hearings relating to civil infractions and misdemeanors, preliminary adjudication, dispositional and progress hearings, termination of parental rights, Juvenile Court hearings, temporary orders in divorce cases; swears in and examines witnesses, hears arguments, decides motions and objections, reconciles conflicting testimony, makes findings of fact, draws conclusions of the law, renders decisions and drafts orders. Makes recommendations on appropriate dispositions to the judge(s). Stays current on legislation and laws. Conducts complex legal research for judges and keeps abreast of case law and legal issues affecting the court; prepares legal memorandum. Maintains close relationships with all of the court divisions, judges, probation officers, police agencies, social service agencies, schools, and others in the community. Provides after-hours, weekend and holiday coverage to assist police agencies, Friend of the Court, Juvenile Center, Prosecuting Attorney's Office, and the Department of Health and Human Services. Operates video and audio equipment for the recording of all court hearings; maintains a complete and accurate monthly record of all hearings, hearing hours and other required documentation. Processes and reviews all petitions presented to the Juvenile Center for legal sufficiency and conducts appropriate hearings; consults as to the status of youth petitioned to the Juvenile/Probate court; conducts hearings relating to temporary orders in divorce cases, contested evidentiary hearings and other matters affecting property or children in Domestic Relations cases. Serves as legal counsel to the Friend of the Court director and staff. Receives and reviews reports and petitions from the Department of Health and Human Services, Michigan State Police, County Sheriff's Department, and municipal police departments received from the Prosecuting Attorney's Office. Exercises discretion in matters involving the apprehension and detention of minors pending formal court action. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

### **Mental Health Court Coordinator (\$36,201 - \$48,512)**

**Required:** Bachelor's degree in criminal justice, health science, social science, social work, business or other related field; **OR** associate's degree in criminal justice, health science, social science, social work, business or other related field and two years of experience in a related field.

**Desired:** Strong computer skills, including Word, spreadsheet, presentation, and database solutions. Comfortable speaking with public; strong written and verbal communication skills; foreign language skills or past experience working with diverse populations.

**Special Employment Conditions:** This position is currently bound to the funds available as part of the annual MHC grant contract, which runs October 1 through September 30<sup>th</sup> annually. In the event the grant is not renewed, this position will terminate at the end of the funded grant cycle. The person in this position will work out of multiple office locations in Cass and Berrien Counties, depending upon program needs, and will have regular contact with people convicted of criminal offenses. Must possess a valid vehicle operator's license; pass a pre-employment physical, drug testing, criminal record, character, and mental health screening. Employee will be fingerprinted. Regular, reliable and predictable attendance; subject to random drug testing.

**Duties:** Serves as liaison for and among MHC stakeholders and team members; interacts with MHC participants following referral and throughout the program; administers drug and alcohol tests; supervises/monitors participants in the program; assures all paperwork and documents relating to the program are accurately assimilated into court or program files; assures bills and invoices are paid accurately and timely. Facilitates the execution of court orders; collects and submits all data as required through a database portal; maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, etc. Arranges for and attends review hearings and meetings associated with the MHC; assists in the writing of grant applications, policies and procedures; prepares and distributes program reports as required; performs other duties as directed by the MHC Judges and the Civil/Criminal Division Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

### **Trial Court Clerk II (\$27,198 - \$36,448)**

**Required:** A high school diploma or equivalent and minimum of one year of general clerical experience. Minimum typing speed of 40 words per minute net. Must successfully pass a basic language and math skills test prior to any job offer.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

**Special Employment Conditions:** Possession of a valid vehicle operator's license. Must pass a pre-employment physical including drug testing, criminal record, character and mental health screening before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable, and predictable attendance. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO); subject to random alcohol and drug testing per the Court's policy. May be assigned to work at any Berrien County Trial Court location during the course of employment.

**Duties:** Under the general supervision of an office supervisor, performs a variety of complex clerical, financial and public contact duties; performs computer data entry; prepares and updates case files; prepares correspondence and reports; receives and records fines, costs, fees; answers telephone and responds to inquiries; receives and processes departmental mail; provides information to defendants, attorneys, law enforcement officers, court patrons, and co-workers; swears in persons on complaints and witnesses signatures; recalls outstanding warrants; returns or forfeits cash bonds as directed by judges or magistrates. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Deputy Register (\$28,255 - \$37,864)**

**Required:** Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Under supervision of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings, and examines them for sufficiency, accuracy and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding, responds to any procedural and factual questions of the judge, docket judge's order and follows up on any instructions beyond the order. Schedules case conferences, citation hearings or show cause hearings for those fiduciaries that are not fulfilling their responsibilities in a timely manner, and arranges service on interested parties for those conferences/hearings. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## TRIAL COURT

### **Temporary Deputy Register (\$14.49/hr.)**

**Required:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Under supervision of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings, and examines them for sufficiency, accuracy and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding, responds to any procedural and factual questions of the judge, docket judge's order and follows up on any instructions beyond the order. Schedules case conferences, citation hearings or show cause hearings for those fiduciaries that are not fulfilling their responsibilities in a timely manner, and arranges service on interested parties for those conferences/hearings. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## JUVENILE CENTER – 24-hour facility

### **Temporary Youth Specialist (\$14.35/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology.

**Duties:** The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the fulltime Youth Specialist schedule. Participates in supervising and reporting on programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Youth Specialist (\$32,562 - \$43,637)**

**Required:** Thirty semester or 45 quarter hours of college education, which includes three semester or four quarter hours of psychology.

**Desired:** Bachelor's degree in human services and relevant experience in juvenile justice field.

**Duties:** Under the direction of an assigned Juvenile Center supervisor, the Youth Specialist provides direct services that emphasize safety, security and quality programs for juveniles in a community-based treatment environment and/or detention services placement. The Youth Specialist provides active leadership, coaching, crisis intervention, positive role modeling, and activities planning for assigned juveniles. The Youth Specialist intensely monitors the juveniles and facility to maintain optimal security. The Youth Specialist closely observes juvenile behavior, providing positive reinforcement, corrective discipline or verbal/physical restraint when appropriate. The Youth Specialist is expected to prepare all required written reports, files, logs, etc., in a professional and timely manner. The Youth Specialist provides the overall care and welfare of juveniles at the facility, including basic health and hygiene, food service, laundry, housekeeping, etc. The Youth Specialist works a schedule that may include weekends, holidays, evenings, or overnight hours. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## **JUVENILE CENTER – 24-hour facility**

### **Cook (\$9.50/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Completion of the eighth grade. Experience working in an institutional or commercial food service facility.

**Duties:** The temporary cook works as an on-call, temporary employee to fill scheduled or emergency vacancies within the facility Food Service Department. Under the direction of a designated Juvenile Center supervisor, the temporary cook is responsible for preparing and serving palatable meals according to recipes and the established menus. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## **BUILDINGS & GROUNDS**

### **Custodian (\$10.86/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position works evenings, and hours will be assigned by the evening supervisor.

**Required:** High school graduation or GED and one year of experience in custodial services. Must have a valid driver's license.

**Duties:** Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Building & Groundskeeper (\$26,165 - \$34,101)**

**Required:** One year of grounds keeping experience in a commercial setting. High school diploma or equivalent. Must have a current Michigan driver's license. Must be able to lift 70 pounds; frequently stands, sits, squats or kneels for extended periods of time; ability to distinguish colors. Regular, reliable and predictable attendance.

**Duties:** Under the supervision of the Building and Grounds Team Leader, performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves, and picking up debris. Maintains parking lots and sidewalks--sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools, such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks assigned; may deliver mail; open and closes county buildings as directed. Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



# BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
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## HEALTH DEPARTMENT

### **Public Health Nurse (\$42,139 - \$54,921)**

**Required:** Bachelor's degree in nursing and registration as a nurse in the State of Michigan; **OR** registration as a nurse in the State of Michigan and an accumulated total of two years of paid, fulltime experience in a hospital, clinic or the military services which includes an accumulated total of one year of paid, fulltime experience in community or public health field nursing. Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside Berrien County. A resume and cover letter must be submitted for the application to be considered complete.

**Desired:** Thorough knowledge of nursing theory and skills. Reasonable knowledge of the scope of state and local public health programs. Reasonable knowledge of the practices of public health nursing and of applicable public health laws and ordinances; reasonable knowledge of the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; reasonable knowledge of growth and development and the ability to recognize deviations from the norm; reasonable knowledge of medical/clinical protocols and procedures; ability to interpret and explain public health laws and regulations; ability to utilize problem-solving techniques in planning for and providing skilled nursing services; ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public.

**Duties:** Promotes the health of individuals, families, and the community through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization of children and adults; communicable disease control; childhood lead poisoning; adolescent school services; case management of children with special needs; women, infants and children; nutrition education and family planning services. Participates in the determination of priorities for nursing services according to identified community needs and the kind and amount of available nursing service; maintains communication with professional and lay members of the community and with other social service agencies regarding public health services; provides supportive care by listening, managing client interactions and making referrals to appropriate agencies and organizations; documents client interaction, activities, phone calls and follow-up. Participates in activities to promote professional advancement through conferences, workshops and professional readings. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk.

### **WIC Public Health Nutritionist II (\$42,139 - \$47,402)**

**Required:** Bachelor's degree in nutrition or dietetics and certification as a Registered Dietitian, and a minimum of nine months of experience working in the field of nutrition or dietetics. ***A resume and cover letter must be submitted in order for the application to be considered complete.***

**Note:** Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a registered dietician are encouraged to apply, as they would qualify for the position of Public Health Nutritionist I (\$38,310 - \$43,091).

**Desired:** Thorough knowledge of the principles of human nutrition; considerable knowledge of dietary control of diseases; knowledge of the principles of health education and public health administration; ability to plan, organize and develop a public nutrition consultation and education program; ability to apply education and public information techniques to the science of nutrition; ability to work with community organizations in the development of nutrition programs; considerable skill in speaking and writing concerning nutrition.

**Duties:** Plans, develops and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc., to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## HEALTH DEPARTMENT

### **Breastfeeding Peer Counselor (\$13,493)**

**Note:** This is a **grant-funded, part-time** position with pro rata benefits working a maximum of 22 hours per week. After the grant period ends, this position will be eliminated if other funding is not available.

**Required:** High school graduation or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding). Employee must be available for occasional out-of-county training. ***A resume and cover letter must be submitted for the application to be considered complete.***

**Desired:** Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. If possible, has been/is a WIC program participant. Is Certified Lactation Counselor (CLC) or International Board Certified Lactation Consultant (IBCLC). Note: if candidate has IBCLC certification, they are eligible for a higher salary. Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Duties:** Builds and maintains a caseload of pregnant and breastfeeding mothers; makes routine contact with assigned caseload to give basic breastfeeding information and support to new mothers, including overcoming common barriers and getting a good start with breastfeeding; helps mothers prevent and handle common breastfeeding concerns. Counsels pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Helps organize a local breastfeeding support group/mom's club and Berrien County Breastfeeding Coalition. Functions within a team of Breastfeeding Peer Counselors and other maternal/child health program staff members at the Berrien County Health Department. Refers clients to other breastfeeding resources and/or health professionals when needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## PROSECUTOR'S OFFICE

### **Legal Secretary II (\$13.41/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** An associate's degree in secretarial science or criminal justice and one year of paid, fulltime secretarial/clerical experience with a minimum typing speed of 60 words per minute net; **OR** high school diploma or GED and three years of experience with a minimum typing speed of 60 WPM net.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** Considerable knowledge of modern office and secretarial practices and use of mainframe computer system. Knowledge of the Criminal Justice System and word processing and spreadsheet software. Must be able to work in a noisy environment with many distractions and interruptions.

**Duties:** Prepare various legal documents and correspondence; prepare and maintain departmental files and records; receive, sort and distribute mail; compile data and prepares a variety of records and reports. Interact tactfully with the general public, court personnel, judges, attorneys, probation officers, and police officers. May maintain appointment calendar and schedule meetings and appointments for other staff. Maintain scheduling of court hearings affecting judges, defense bar and assistant prosecuting attorneys. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## **ROAD DEPARTMENT**

### **Project Engineer (\$53,025 - \$59,681)**

**Required:** Bachelor's degree in civil engineering and related work experience or coursework in the road transportation area.

**Special Requirements:** Regular, reliable and predictable attendance; holds an EIT through the State of Michigan or a state recognized by Michigan and an ability to obtain a state license in four years.

**Duties:** Serves as designated project engineer on selected local, state and federally funded projects. Responsible for road engineering projects done under township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual, including inspection, material sampling and testing of aggregate, bituminous and concrete materials and density testing. Response for the field survey, preliminary design, cost, estimates, final design, construction drawings, specifications, and right-of-way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert, and storm sewer projects. Responsible for performance of engineering designs using computer aided drafting (Auto Cad) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## **PARKS DEPARTMENT**

### **Park Ranger (\$9.25/hr.)**

**Note:** Positions available year-round at Madeline Bertrand County Park and April through October at Silver Beach County Park. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Must be at least 16 years old and possess a valid vehicle driver's license. Seasonal employees are required to work weekends and holidays on a regular basis and wear a department issued uniform while on the job.

**Duties:** Assists routine park operations and maintenance. Opens and closes park gates and facilities, collects fees, enforces park rules and regulations, empties trash receptacles, inspects and cleans restrooms, and performs other related duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Park Maintenance Worker (\$9.69/hr.)**

**Note:** Positions available at Love Creek County Park and Silver Beach County Park, April through October. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Valid Michigan driver's license. Must wear a department issued uniform while on the job. Seasonal employees may work weekends and holidays.

**Duties:** Assists routine park operations and maintenance. Opens and closes park gates and facilities, collects fees, enforces park rules and regulations, empties trash receptacles, inspects and cleans restrooms, and performs other related duties as required.

**Desired:** High school graduate or GED is desired.

**Duties:** Maintains buildings and grounds at various county park locations. Operates and maintains related machinery and equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## PARKS DEPARTMENT

### **Lifeguard (\$10.40/hr.)**

**Note:** Positions available May through August at Silver Beach County Park. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Must be certified in American Red Cross Lifeguard Training or equivalent **AND** CPR for Adult, Infant and child prior to beginning work. Must pass written and water tests administered by Park Staff.

**Desired:** Prior lifeguarding experience is desired.

**Duties:** Responsible for promoting safe beach and water related activities. Enforces park rules and regulations. Performs water search and rescues. Administers first aid and CPR. Patrols beaches and swim areas for hazards. Performs related duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## PUBLIC SAFETY COMMUNICATIONS CENTER

### **Dispatch Center Call Taker (\$34,605 - \$45,419)**

**Required:** A high school diploma or GED. No felony convictions. A minimum typing speed of 35 WPM net is required. Must be able to master telephone system, TDD, department computer applications, and Public Safety radio operation related to position.

**Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** General knowledge of the streets and principle locations in Berrien County and a background in Law Enforcement, Fire Science or Emergency Medical Response. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions.

**Duties:** Under the general supervision of the Communications Center Supervisor, Shift Leader or other management staff, processes emergency and non-emergency calls for service, administrative calls, computer messages, and Telecommunications Device for the Deaf (TDD) calls. Performs general and clerical support duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

**Special Employment Conditions:** Will be required to work various shifts, holidays and weekends. Regular, reliable and predictable attendance is required. Will be required to successfully complete initial and periodic training and/or certification programs to maintain job proficiency. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## SHERIFF'S DEPARTMENT

### **Records Clerk III (\$10.00/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position is for the Niles Substation Records Department.

**Required:** Must be 17 years old and pass a security background check.

**Duties:** Performs tasks related to the creation and maintenance of an accurate records information retention system and related clerical duties and public services. Receives, compiles and processes information; updates records and files such as police reports, criminal files and gun registrations. Accurately prepares required records and reports. Assists the public in person or by telephone; provides information on appropriate departmental regulations, policies and procedures. Assists the public in completing appropriate requested forms. Types letters, police reports, envelopes, bonds; document filing, microfilm stuffing, data entry, and processing of department paperwork. Operates a variety of office equipment such as typewriter, network computer, including word processing, video mugshot, gun registration, mainframe, email software, printer, duplicating machine, facsimile, processes digital evidence photos, cataloging squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Cook I (\$10.00/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** A high school diploma or GED; previous experience in commercial or institutional food preparation is preferred; ability to establish and maintain harmonious working relationships with supervisors, co-workers and inmate workers. Must possess a valid vehicle operator's license; regular, reliable and predictable attendance. May be called in to work outside of normal scheduled work hours. Must submit to fingerprinting, criminal history record check, drug testing, and security clearance. Must pass a pre-employment physical; may be subjected to mental health/character screening.

**Duties:** Cooks meals according to established recipes, including pies, breads, salads; special meals for special dietary, religious, and/or medical needs. Serves meals according to a stringent schedule; estimates food requirements and controls serving portions to reduce waste. Operates a variety of kitchen equipment and appliances; cleans and maintains kitchen equipment and utensils; trains and monitors residents and/or inmate workers to perform these responsibilities. May serve as the lead worker. Maintains kitchen cleanliness; ensures leftover food and ingredients are appropriately stored for preservation; completes daily setup work. Responsible for the documentation of tracking sharp knives and other sharp utensils. Reports equipment repair; records temperatures of freezers, coolers and foods daily. Prepares meals for outside work crews. May supervise up to 12 inmate workers. Must be able to complete and pass the state required ServSafe guidelines test. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## SHERIFF'S DEPARTMENT

### **Court Entrance Security Officer (\$17.00/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** Must be 18 years of age or older and have a high school diploma or GED. Applicant may not have any felony convictions. Must possess a Michigan vehicle operator's license. Must pass a criminal background check.

**Duties:** Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Deputy – Enforcement Division (\$45,407)**

**Required: MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** High school diploma or GED. No felony convictions. Valid Michigan driver's license.

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

**Desired:** Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities; ability to type and perform basic computer keyboard functions; reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures; ability to act quickly and use good judgment during emergency situations; ability to work effectively with other employees and the general public; ability to meet department qualifications with issued firearms; ability to prepare accurate written records, reports and documents needed in the performance of your assigned duties; ability to work and communicate effectively with other employees, the general public and legal professionals.

**Duties:** Patrol an assigned area in a radio-equipped car, maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. Book, search and fingerprint arrested persons. Serve legal papers and escort prisoners to court or to state institutions. Prepare and maintain required records and reports. Provide information and assistance to the general public. May testify in court on criminal or civil cases. Perform vehicle safety inspections and property checks. Direct traffic as required. Complete general incident reports and perform follow-up as needed. Any and all other duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## SHERIFF'S DEPARTMENT

### **Part-time Patrolman (\$17.00/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

**Required:** **MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** High school diploma or GED. No felony convictions. Valid Michigan driver's license.

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

**Desired:** Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities. Ability to act quickly and use good judgment during emergency situations. Ability to work and communicate effectively with other employees, the general public and legal professionals.

**Duties:** Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Deputy – Jail Division (\$45,407)**

**Required:** High school diploma or GED. Must be able to successfully pass/complete the Michigan Sheriff's Coordinating Training Council Academy within the first 12 months of employment.

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

**Desired:** Ability to exercise independent judgment within legal guidelines; to provide the secure, effective, efficient, and safe operation of the jail and related functions, including determining reasonable suspicions to act or detain, and probable cause to search, arrest, or act as a corrections/law enforcement officer. Reasonable work experience or demonstrated ability to exercise good judgment, proven dependability and appropriate level of maturity to effectively manage inmates and emotionally stressful situations.

**Duties:** Perform the correctional functions at the county jail, various courts in the county, and transport inmates as required. Provide care, custody and control of the inmate population of the county, this includes all aspects of corrections, from the initial receiving procedure through the release of the inmate. Perform pressure point control tactics (PPCT), cardiopulmonary resuscitation (CPR) and basic first aid on inmates and/or staff as required while maintaining emotional control under extreme stress. Conduct security rounds, safety checks, inspections, and searches of the inmates and their areas. This also includes touching and feeling to detect weapons, contraband and other items. Conduct criminal and civil investigations as requested. Load, unload, aim, and effectively fire handguns, shotguns and other agency firearms as required during qualifications or situations justifying in the use of deadly force while maintaining emotional control. Communicate via law enforcement radio channels. Perform other tasks and functions required in department policies, procedures, rules, memos, or by command staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.